



Controller's Office

Sallie Frainier presenter for Controller's Office

Guest House Invoicing and Payment Team – Sallie Frainier, Carla Garbis, Tom Farrell, Jan Hennessey, Marcey Bothe, Jerry Kekos, Sandra McFarland

January 27, 2012

Guest House Invoicing and Payment Process

Guest House

- Background
- Invoicing and Payment Process
- Effective Date
- Questions

Guest House

■ Background

- Division Director communication of November 17, 2011 requested all Division Directors, Deputies, and Business Managers ensure that our Guest House (GH) becomes self supporting by having guests stay in the GH rather than local area hotels.
- A more streamlined invoicing and payment process was required to ensure our GH receives timely invoice payments with less paperwork.

■ Process- Reservation

- Guests who accept the invitation to visit/work on the LBNL main site stay at the GH
- Reservations made by Division via on-line reservations or can be made by Carlson (TA required by Carlson)

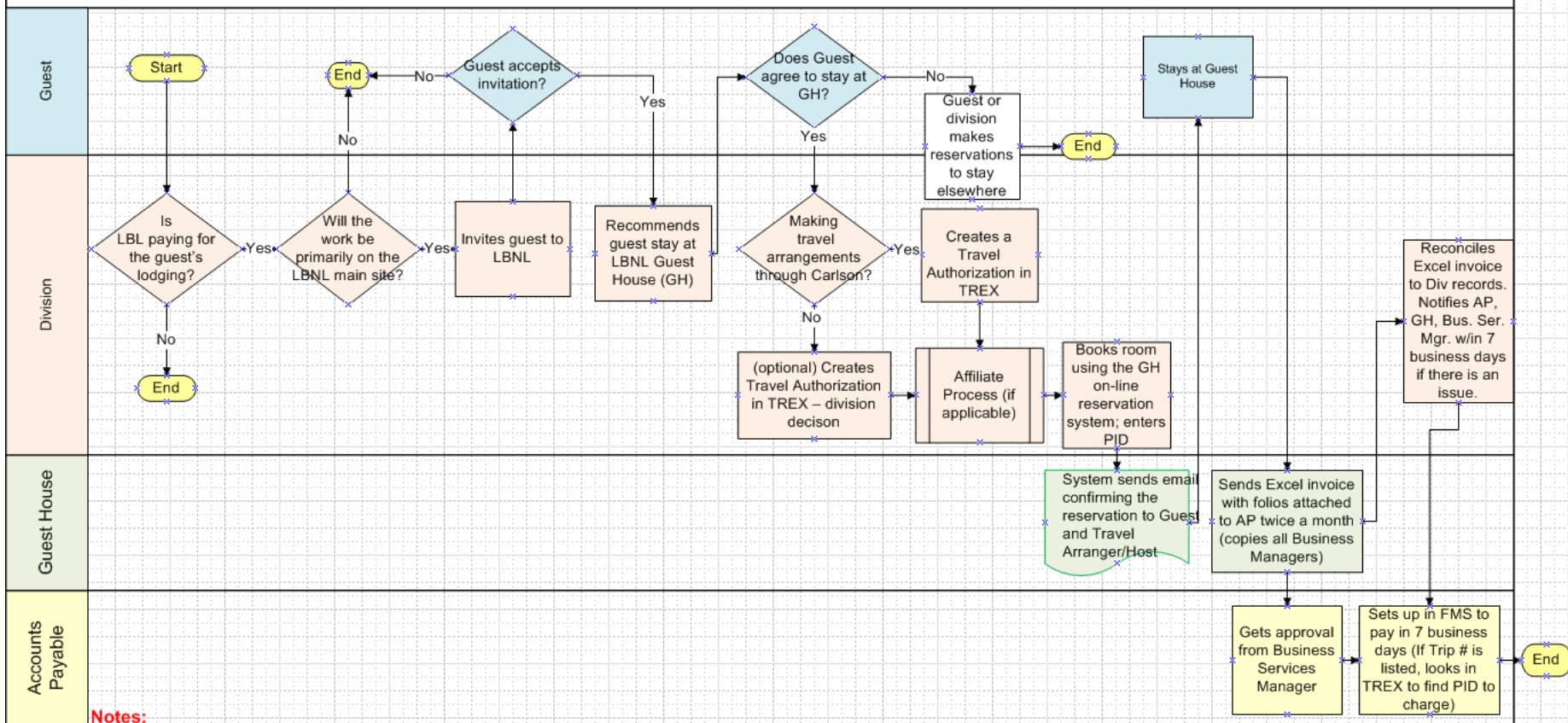
Guest House

- Process- Invoicing and Payment
 - GH sends consolidated (all Divisions) Excel invoice with backup twice a month to Accounts Payable (AP) and a copy to all Division Business Managers
 - Divisions review and reconcile invoice to their records and notify AP, GH, Business Services Manager within 7 business days if there is an issue
 - Invoice paid automatically after 7 business days
- Effective Date
 - March 1, 2012
- Questions ?

Flowchart

Guest House Reservaton, Invoice & Payment Process* - "To-Be" (LBNL Responsible for Payment) – January 23, 2012

* This process does not apply to: Change of Station, Relocation or Group Sales Contracts. The invoice and payment process for guests who stay somewhere other than the LBNL Guest House is not changing.



Notes:

- Until the on-line reservation system is up and running, divisions will use Direct Bill Authorization Form for booking purposes; must include PID.
- Guest cannot charge GH stay to his credit card when Berkeley Lab is paying. If guest incurs other travel expenses that host has agreed to pay, reimbursement for those expenses will be handled through TREX.
- Excel invoice to include division, guest name, #of nights, PID or Trip #, room rate, invoice amount